

A, Tab 1

OUTGOING WIRE CHECKLIST

1. Received printed wire instructions (with 2 signatures)

****CALL-BACK VERIFICATION****

Verification: Wan Call Back # _____

Employee: Kathy Lehman TIME/DATE: 9w 12/11/23

2. Initiate wire on Silverlake
3. Create Outgoing wire on Silverlake- WAIT FOR MESSAGE!!!
4. Download wire from JHA Express Menu

5. Add to Foreign Wire Log If applicable

6. Import file to Fedline Advantage
7. Verify wire on Fedline Advantage
8. Print wire advice information on Fedline Advantage
9. Check activity summary to make sure wires have been processed - status should be "Completed"
- X 10. Email verification completed (if required)

Silverlake: u

Fedline: u

Initiate: W

Initiate: u

Verify: *bc*

Verify:

Acct. name: Perry - Wright

Acct. number: XXXXXXXXXX 9357

Amount: 311.50 12.7